



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE FLIGHT TEST CENTER (AFMC)
EDWARDS AIR FORCE BASE, CALIFORNIA

04 DEC 2003

MEMORANDUM FOR DISTRIBUTION A, B, C AND D AND GOVERNMENT-NEXTEL USERS

FROM: AFFTC/IT

SUBJECT: Cellular Telephone (CT) Policy

References: (a) DoDD 4640.6, Communications Security Telephone Monitoring and Recording
(b) AFI 33-106, Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System;
(c) AFI 33-111, Telephone Systems Management
(d) AFI 33-219, Telecommunications Monitoring and Assessment Program
(e) AFFTCI 33-33, Instructions for AFFTC Form 5927, Information Assurance Review for Telecommunication Devices

1. This memorandum defines organizational responsibilities regarding government-issued Nextel units. Such instruments are government property to be used for official purposes. They will be used and accounted for in accordance with above referenced publications.

a. The supervisor of the individual for whom the unit is being purchased will confirm the requirement for the unit with the organizational Telephone Control Officer (TCO).

b. BuyIT will accept orders for Nextel units only from the organizational Telephone Control Officer (TCO).

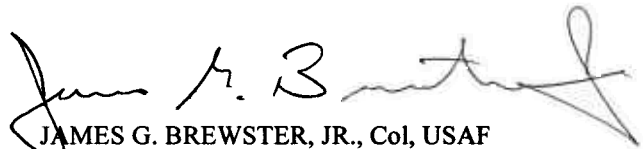
c. Only Telephone Control Officers (TCOs) will pickup and distribute newly purchased Nextels. They will ensure each Nextel user signs AFFTC Form 5927, Information Assurance Review for Telecommunication Devices (Land Mobile Radios/Cellular Phones), prior to issue, acknowledging use of the Nextel is subject to monitoring. The AFFTC 5927 will be managed in accordance with AFFTCI 33-33.

d. Communications over a government-provided Nextel unit are subject to monitoring at all times per AFI 33-219. Use of such Nextel unit constitutes consent to monitoring per reference (a).

e. The TCO will account for all government-owned Nextel units on a spreadsheet, showing current user name and ensuring the unit is either returned to AFFTC/IT Support Center upon the individual's permanent change of station, separation, retirement or other departure from Edwards AFB or reutilized within the organization. Under no circumstances will an individual retain a government-issued Nextel unit on permanent departure from Edwards AFB.

2. The radio capability of government-issued Nextel units will be the primarily used function on government-issued Nextel units. The cellular telephone capability will be used on a limited basis (not to exceed 200 minutes a month) and only when a regular telephone (land line) is not available. TCOs will monitor CT usage to ensure the most cost-effective method is used to provide the necessary communications.

3. Direct questions regarding this policy to IT Customer Support at 7-3444.


JAMES G. BREWSTER, JR., Col, USAF
Chief Information Officer (CIO)
Director, Information Technology.